



Department of Administration
Purchasing Division

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Rhonda U. Kelsey
City Purchasing Director

This letter is to advise you that this Invitation to Bid for # 15846 has a mandatory Small Business Enterprise (SBE) participation requirement in accordance with City of Milwaukee Ordinance Chapter 370. SBE firms certified by the City of Milwaukee's Office of Small Business Development (OSBD) who are submitting a proposal, or proposers who will be partnering with a City of Milwaukee certified SBE firm for this proposal should **READ** the **ENTIRE** OSBD provisions contained in the "Invitation to Bid/RFP" **very** carefully.

SBE participation is an element of request for proposal responsiveness. Failure to meet the specified requirements will render the proposal unresponsive, and may result in the Purchasing Division recommending award to the next apparent highest ranked proposer.

Proposals that contain a term, condition or provision regarding SBE participation that prevents you from responding or are restrictive relative to the market and/or the service requirements of the City, can be clarified by filing a written request with the City of Milwaukee Purchasing Director **by** at 4:45 p.m., the stated deadline for submitting questions. The request must clearly state the reason(s) you cannot comply.

For further information regarding SBE participation, contact the Office of Small Business Development at 414-286-5553 or the appropriate purchasing agent.

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